

AGREEMENT TO MODIFY CHILD SUPPORT

**WHEN ALL PARTIES WILL SIGN
AGREEMENT TO MODIFY**

(Forms and Instructions)

AGREEMENT TO MODIFY CHILD SUPPORT

CHECKLIST

You may use these forms if . . .

- ✓ You have a current “*Child Support Order*” that was entered in Pima County,
- ✓ You wish to modify the *Order*,
- ✓ ALL parties AGREE to modify the *Order*,
- ✓ You have the notarized signatures of all parties on the *Agreement*, AND
- ✓ If either party is using the child support collection or enforcement services of the State, you also have the signature of the Attorney General’s representative (from DCSE, the Division of Child Support Enforcement).
- ✓ You understand these forms do not deal with arrears (back support).

DO NOT USE THESE FORMS IF . . .

- X The other party will not sign the agreement (in front of a notary or Court Clerk).
- X You want to modify arrears (money owed for overdue support).

FEE WARNING: An Agreement (or “stipulation”) is a filing by BOTH parties. If one of the parties has not previously “made an appearance”, that is they have not previously filed a response or other papers and paid a filing fee under this case number, there will be a substantial *appearance fee* due from that party *in addition to* the filing fee for the modification itself.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. For more information, consult the Arizona State Bar website at:
<https://www.azbar.org/for-the-public/public-service-center/>

Agreement to modify a court order for child support

This packet contains court forms and instructions to file to modify a court order for current child support when all parties are willing to provide their notarized signatures on the Agreement. Items in bold are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

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The documents you have received are copyrighted by the Superior Court of Arizona in Pima County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

Instructions: How to complete all forms needed to submit an Agreement to Modify Child Support

Use the *FREE* online child support calculator at the Superior Court website to produce the *Child Support Worksheet* that MUST be turned in along with this *Agreement*.

Using the online calculator is FREE (access to the Internet and a printer required).

If you do not have access to the Internet and/or a printer, you may use the computers at the Law Library and Resource Center and print out the *Worksheet* produced by the online calculator as well. There is a small, per-page charge for printing. The online calculator is available on the court website at: <https://www.sc.pima.gov/law-library/child-support-calculator/>

Advantages of Using the Online Child Support Calculator

- The online calculator is free.
- The online calculator does the math for you.
- The online calculator produces a neater, more readable worksheet.
- The online calculator produces a more accurate child support calculation, AND
- You don't have to go more than 35 pages of Guidelines and Instructions.

If you want to perform the calculations yourself, you will need more than 35 pages of guidelines, instructions, and the *Worksheet*. These are available for separate purchase from the Law Library Resource Center as part of the "Child Support" packet, or may be downloaded for free from the Court webpage.

Complete the Agreement to Modify Child Support

All parties must sign this agreement. That means:

1. BOTH parents must sign in front of a Clerk at the Filing Counter or a Notary, and
2. If the State of Arizona (DES / DCSE) is involved, a representative of the Arizona Attorney General's office, DCSE, must ALSO sign before you turn in the papers.

LAW LIBRARY AND RESOURCE CENTER

Other forms you may need

Current Employer Information Sheet (CEI)

Complete a CEI for the parent who is paying child support under the current court order. If this agreement changes which parent pays child support, include a CEI for both parents.

Order Stopping Income Withholding Order

If the agreement results in the parent who is currently paying NO LONGER having to pay, include an Order Stopping Income Withholding Order to be sent to that parent's employer.

Child Support Order - If child support is still to be paid by either parent after this Agreement, include a new Child Support Order (See separate instructions in this packet).

When you have completed all needed forms, go to the "Procedures" page and follow the steps listed there.

Instructions: How to Complete the Child Support Order

Type or print neatly using black ink only.

Case Caption

- To modify your current support order, fill in the names and dates of birth (DOB) of the persons shown as Petitioner/Party A and Respondent/Party B on the Order that established the child support.
- Fill in your case number.
- Fill in your ATLAS number. If you do not have an ATLAS number, leave this item blank.

Numbered Instruction

Match the number of the instruction below to the matching number on the first page of the Child Support Order.

- (1) Fill in the full name of the legal parents (Party A and Party B) of the minor children who are the subject of this Child Support Order.

Fill in the full name and birth date of all minor children who are the subject of this Child Support Order. (Use extra pages if necessary).

How to complete a Child Support Worksheet

Use the **free** online child support calculator to produce the Child Support Worksheet that must be turned in along with your other court papers.

Using the online calculator is free (access to the Internet and a printer required).

If you do not have access to the Internet and/or a printer, you may use the computers at the Law Library and Resource Center and print out the *Worksheet* produced by the online calculator as well. There is a small, per-page charge for printing. The online calculator is available on the court website at: <https://www.sc.pima.gov/law-library/child-support-calculator/>

Advantages of Using the Online Child Support Calculator

- The online calculator is free.
- The online calculator does the math for you.
- The online calculator produces a neater, more readable worksheet.
- The online calculator produces a more accurate child support calculation, AND
- You don't have to go through 35 pages of Guidelines and Instructions.

When you have completed all needed forms, go to the "Procedures" page and follow the steps.

Procedures: What to do after you have completed the forms to Modify Child Support by Agreement

- STEP 1:** After you have completed all of these documents, *make two copies* of documents numbered “1” and “2”

1. “*Agreement to Modify Child Support*” (“*Agreement to Modify*”)
2. “*Child Support Worksheet*”
 - “*Current employer Information Sheet*”* (may refer to sources of money *other than* employers)
 - 2nd “*Current Employer Information Sheet*”* (*if applicable*)*
 - “*Order Stopping Income Withholding Order*” (*if applicable*)*

- STEP 2:** Separate your documents into three sets:

<p>Set 1 – ORIGINALS to file with Clerk</p> <p>Agreement to modify (1 original) Child Support Worksheet Child Support Order (<i>if child support still to be paid</i>) Order Stopping Income Withholding Order* (<i>if applicable</i>)* Current Employer Information Current Employer Information* (for other parent, <i>if applicable</i>)* +2 Self-Addressed, Stamped Envelopes: One Addressed to you; One Addressed to the Other Party</p>	<p>Set 2 – COPIES for Other Party</p> <p>Agreement to Modify Child Support Worksheet</p> <hr/> <p>Set 3 – COPIES for You</p> <p>Agreement to Modify Child Support Worksheet</p>
<p>* IF the agreement results in the parent who is currently paying NO LONGER having to pay, include an “Order Stopping Income Withholding Order” to be sent to that parent’s employer.</p> <p>* IF the agreement changes which parent pays child support, include a “Current Employer Information” sheet for that parent, the one who will now pay child support, also.</p>	

- STEP 3:** File the papers at the Court. Take all originals and copies.

Go to the Clerk of Superior Court’s Filing Counter: Present the originals, the envelopes and all sets of copies to the Clerk at the filing counter. the Clerk will keep the originals and the envelopes, and stamp the extra copies to show that these are copies of papers filed with the Court, and return the conformed (stamped) copies to you.

You may file your papers from 8am to 5pm, Monday through Friday, at:

LAW LIBRARY AND RESOURCE CENTER

The Pima County Superior Court
110 W. Congress
Tucson, AZ 85701

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, or money order made payable to the “Clerk of Superior Court” are acceptable forms of payment.

An Agreement (or “stipulation”) is a filing by BOTH parties. If one of the parties has not previously “made an appearance”, that is they have not previously filed a response or other papers and paid a filing fee under this case number, there will be a substantial *appearance fee* due from that party *in addition to* the filing fee for the modification itself.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff’s Office, you may request a *deferral* (payment plan) when you file your papers with the Clerk of Superior Court. See Packet #12 available from the Law Library and Resource Center or available on the Superior Court website.

- STEP 4:** Make sure you get back the following from the Clerk:
 - Your sets of copies with the Clerk’s stamp on them (the “conformed” copies).

WHAT THE COURT MAY DO:

- Grant the relief you requested;
- Schedule a hearing for you and the other party if the Judge needs additional information;
- Return your paperwork because you did not show good reason for the change requested or the paperwork was incomplete; OR
- Enter other orders the Judge thinks proper.

- STEP 5:** Wait for the Court to let you know whether the Order was signed or the matter was set for a hearing. If a hearing is scheduled, you will receive written notice of when and where to appear (date, time, and location).

REMINDER:

- Did you provide *two* self-addressed, stamped envelopes (to the Clerk) so the staff can mail the decision to both parties (as listed in STEP 3, above)?
 - one addressed to you
 - one addressed to the other party

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
ATLAS Number: _____
Lawyer's Bar Number: _____
Representing Self, without a Lawyer or
 Attorney for Petitioner OR Respondent

ARIZONA SUPERIOR COURT, PIMA COUNTY

Case No. _____

Petitioner
and

Respondent

AGREEMENT TO MODIFY CHILD SUPPORT

This is an agreement between the person who owes child support and the person to whom child support is owed to modify (change) the amount to be paid for current child support.

We, _____, the person ordered to make payments,
and _____, the person receiving payments, ask
the Court to modify the Child Support Order as indicated below.

INFORMATION ABOUT THE CURRENT CHILD SUPPORT ORDER

(the Order we want to change)

The Order was issued on: _____ (Month/Day/Year)

The Order was issued by: _____ (Name of Court)

Located in this County: _____ (Name of County)

Amount of Current Child Support Ordered: \$ _____ PER _____

The current *Income Withholding Order* includes the following Court Ordered payments

Child Support: \$ _____ per _____

Spousal Maintenance/Support: \$ _____ per _____

Other: \$ _____ per _____

Payments on Arrears: \$ _____ per _____

We agree that current ***child support*** should be changed from the current amount of
\$ _____ (as listed above), to the ***new*** amount of \$ _____ per month,
to be paid by **Petitioner** **Respondent**.

We agree this change should take effect the first day of _____, 20 _____.

Note: A completed Child Support Worksheet is required before the Court can modify child support.

I have completed a Child Support Worksheet and it is attached or filed with this Agreement (required).

(Check the box (a or b, but not both) that applies to you.)

- (a) The amount of child support we have agreed to *is* the amount stated on the attached Child Support Worksheet, calculated according to the Arizona Child Support Guidelines,

OR

- (b) The amount of child support we have agreed to *is not* the amount stated on the attached Child Support Worksheet, calculated according to the Arizona Child Support Guidelines, but we are entitled to *deviate* (use a different amount) from the Guideline amount **because:**

- **Application of the Guidelines would be inappropriate or unjust in this case, AND**
- **Deviation from the Guidelines would be in the best interests of the children involved, based on all *relevant* factors, including those specified in A.R.S. § 25-320(D):**
 1. The financial resources and needs of the child.
 2. The financial resources and needs of the custodial parent.
 3. The standard of living the child would have enjoyed had the marriage not been dissolved.
 4. The physical and emotional condition of the child, and the child’s educational needs.
 5. The financial resources and needs of the non-custodial parent.
 6. Excessive or abnormal expenditures, destruction, concealment or fraudulent disposition of community, joint tenancy, and other property held in common.
 7. The duration of parenting time and related expenses.

Based on all relevant factors including any of those listed above that apply to our situation, application of the Guideline amount would be inappropriate or unjust and deviation from the Guideline amount would be in the best interests of the children, **because:** (Explain)

We also request that a new ***Income Withholding Order*** be issued to include the new child support amount and any additional payments listed above, on page 1 of this Agreement.

AGREEMENT REGARDING SUPPORT EXPENSES and TAX DEDUCTIONS:

- Petitioner** is responsible for providing: **medical** **dental** **vision care insurance.**
- Respondent** is responsible for providing: **medical** **dental** **vision care insurance.**

Non-Covered Expenses. All reasonable non-covered and/or uninsured medical, dental, vision care, prescription, and other health care charges for the minor children, including co-payments, shall be shared as follows: **Petitioner** _____%, AND **Respondent** _____%

The costs of travel related to parenting time over 100 miles one way shall be shared as follows:

Petitioner _____ % **Respondent** _____

Federal tax exemption(s) for the dependent children should be allocated as follows:

Child's Name	Date of Birth (Month, Day, Year)	Party Entitled to Deduction	For Calendar Year
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	
		<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	

For years following those listed above while this Child Support Order remains in effect, the parties shall repeat the pattern above of claiming deductions for each child.

Each year, the person obligated to make payments (the obligor) may claim these exemptions only if he or she has paid all child support and arrears ordered for the year by December 31 of that year.

OTHER ORDERS:

THIS AGREEMENT IS TO MODIFY CHILD SUPPORT ALONE. ALL OTHER PRIOR ORDERS OF THIS COURT ARE TO REMAIN IN FULL FORCE AND EFFECT.

AGREEMENT TO MODIFY (CHANGE) CHILD SUPPORT

OATH OR AFFIRMATION OF THE PARTIES

By signing this Agreement, I/We:

- Ask the Court to order the amount of current child support ordered paid to be changed from \$ _____, to the *new* amount of \$ _____, per month, to be paid by **Petitioner** **Respondent**.
- Waive the right to trial on this matter.
- Acknowledge reading and understanding the terms of this agreement.
- Enter this agreement voluntarily and not due to any threat of force or harm, duress, undue influence or coercion from anyone, including the other party.
- Swear or affirm the information provided is true and correct, under penalty of perjury.

SIGNATURES

Petitioner's Signature

Date

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ By
(Date)

(Petitioner's Name)

(Notary seal)

Deputy Clerk or Notary Public

Respondent's Signature

Date

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ By
(Date)

(Respondent's Name)

(Notary seal)

Deputy Clerk or Notary Public

NOTE: If the State of Arizona (DES) is a party to your case, a representative of DES or its Division of Child Support Enforcement (DCSE) must also sign this form before you file. (See Instructions)

Signature of DES / DCSE Representative

Date

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
ATLAS Number: _____
Lawyer's Bar Number: _____
Representing Self, without a Lawyer or
 Attorney for Petitioner OR Respondent

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner in Original Case
and

Respondent in Original Case

Case No. _____
ATLAS No. _____

**ORDER STOPPING INCOME
WITHHOLDING ORDER (AND
ALL PIMA COUNTY SUPPORT
ORDERS)
A.R.S. § 25-504**

To the employer(s) or other payor(s) of:

Name of Employee: _____

DO NOT WRITE BELOW THIS LINE.

IT IS ORDERED stopping the *Income Withholding Order* dated _____,
in the above case number. The employer(s) or other payor(s) is/are ordered to stop
withholding monies pursuant to the *Income Withholding Order* immediately upon receipt
of this Order.

IT IS FURTHER ORDERED terminating all Pima County child support and/or
spousal maintenance orders fully paid and satisfied, including all past due support,
arrearage judgments, and interest.

IT IS FURTHER ORDERED that the Support Payment Clearinghouse shall release
any monies currently in its possession and future monies received to the person ordered to
pay, less any fees owed to the Clearinghouse.

Dated: _____

Judicial Officer